

Report Date: 21 Feb 2014

**Summary Report for Individual Task
805A-36A-8006
Manage Theater Banking Operations
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: As the Theater Banking Officer in an austere environment, you have a requirement to establish banking operations within the theater with access to Financial Management Tactical Platform, standard office supplies, DoD Financial Management Regulation 7000.14-R, Volume 5, Disbursing Policy, DoD Financial Management Regulation 7000.14-R, Volume 10, Contract Payment Policy, current theater Financial Management Support Center (FMSC) policies, and FM 1-06, Financial Management Operations. The Commander's intent is to support U.S. and Coalition banking requirements, implement e-Commerce, reduce cash on the battlefield and to provide cash and payment mechanism necessary to support the theater procurement processes. This task should not be trained in MOPP.

Standard: Manage theater banking operations in sequential order without error.

Special Condition: None

Safety Level: Low

MOPP: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: All required references and technical manuals will be provided by the local Command.

Performance Steps

1. Identify Host Nation banking infrastructure.

a. Verify with the U.S. Treasury the ability of the designated parent banking institution to become a depository and financial agent of the U.S. Government.

b. The banking team conducts an initial assessment must include the Host Nations banking infrastructure, its capabilities, and the Host Nation's employees that work with that system.

(1) Evaluate the interior and exterior security of the Host Nation Central Bank to include the quality of its vault making sure that the bank has adequate facilities to function as a bank.

(2) Evaluate the Central Banks connectivity to utilize the Society for Worldwide Interbank Financial Telecommunications (SWIFT) methods for processing payments.

(3) Evaluate the Host Nations Core Banking infrastructure between commercial banks.

(4) Evaluate the average number of branches each operational commercial bank has and their locations.

(5) Evaluate customer service infrastructure such as checking accounts, ATMs, and armored car bulk cash deliveries.

2. Conduct Key Leader Engagements.

a. Conduct the initial meeting with the Treasury Attaché and or Embassy Financial Management Officer.

(1) Gain insight on Host Nation banking laws and regulations.

(2) Gain insight on the Central Banks President and Commercial Banks Corporate Executive Officers (CEO) business practices.

b. Utilizing the gained insight, refine the initial assessment of the Central Bank and Commercial Banks operational capabilities.

c. Conduct the initial meeting with the Host Nation Ministry of Finance, Central Bank President and Commercial Bank CEO's.

(1) Identify all points of contact with the Host Nations Central Bank and Commercial Banks.

(2) Provide the Host Nations Ministry of Finance, Central Bank President an overview of US objectives in theater banking operations.

3. Establish and operate U.S. Army Banking Assistance Center (USABC) or EFT Assistance Center.

a. Establish the USABC.

(1) Coordinate for the establishment of a USABC by working directly with the Directorate of Contracting (DoC) and local Finance Offices for contracts to be paid via Electronic Funds Transfer (EFT).

(2) Identify and secure work space for the USABC within the theater of operations.

(3) Identify an office manager through Department of State (DoS) or DoC who is a local national with good character and has experience working in the Host Nation banking system.

(4) Identify technicians through DoS or DoC who is a local national with good character with banking experience and ties to the Commercial Banks to work as EFT technicians.

b. Operate the USABC.

(1) Perform supplemental vendor training on EFT processes as required.

(2) Coordinate with the DoC to resolve vendor contracting issues.

(3) Coordinate with USAID and other agencies to synchronize Host Nation development efforts and initiatives.

(4) Coordinate with the Disbursing Office, vendors and Commercial Banks to recover duplicate or erroneous payments.

4. Assist with the establishment of a required foreign banks on base.

a. Assist the FMSU request to establish a bank on base from the base commander.

b. Facilitate the DA approval to conduct solicitation of potential banks.

c. Assist the FMSU in the solicitation of potential banks.

d. Obtain the DA approval for recommended bank.

e. Coordinate for US Treasury approval for Limited Depository Accounts (LDA) accounts as required.

f. Assist with preparing an operating agreement between the installation and approved bank.

g. Monitor RIPTOA schedules to ensure continuity among FMSU rotations.

5. Assist with establishment of required LDA in theater.

a. Provide guidance to the FMSU commander on the solicitation of potential Financial Institutions for the establishment of an LDA.

b. Facilitate the request for approval of the financial institution as an authorized depository to the U.S. Treasury.

c. Monitor the progress of LDA establishment.

6. Provide oversight of foreign bank on base and LDA activities.

a. Conduct periodic reviews of foreign bank on base activities.

(1) Review the MOA between the bank and base once a year in conjunction with the Base Commander and FMSU.

(2) Ensure that bank cash delivery fees, employee access to base, and delivery schedules are consistent from one unit rotation to the next.

(3) Conduct an annual synchronization meeting to ensure all associated parties are still in agreement with the MOA.

b. Conduct monthly review of LDA activities.

(1) Receive from the FMSU the SF 1149 and supporting documentation.

(2) Ensure that the FMSU is maintaining the LDA balance as near zero as possible or not to exceed a 5 to 7 day business supply (provide assistance in determining the optimal account balance).

7. Monitor e-Commerce utilization.

a. Ensure the DO's ITS.gov account is properly transferred between outgoing and incoming FMSU's.

b. Analyze EagleCash Kiosk upload rates and advise the FMSU Commander on deficient areas and techniques to improve.

c. Facilitate accountability of SVC equipment with FRB-Boston.

d. Identify new e-Commerce systems and coordinate with the proper e-Commerce agency field them.

8. Close theater banking operations.

a. Facilitate the turn in of all FMSU Host Nation currency.

(1) Ensure DO coordinates turn-in with bank.

(2) Ensure the LDA balance is retrograded back to the U.S. Treasury.

b. Close LDA's.

(1) Ensure the DO gives proper and timely notification to the U.S. Treasury of the impending account closure.

(2) Terminate the orders authorizing transactions affecting the LDA account and that the LDA account has been closed with the bank.

(3) Ensure the Statement of Designated Depository account (SF 1149) reflects a zero balance and is submitted with the Statement of Accountability (SF 1219) at the final reconciliation.

c. Transition banks on base to the control of the DoS.

(1) Ensure the Embassy wants the continued service of the bank.

(2) Facilitate Western Union integration into bank on base.

(3) Facilitate DoS badging requirements for bank workers.

d. Retrograde Stored Value Card (SVC) equipment to FRB Boston.

(1) Gain access to FRB-Boston's AKO website to have visibility on SVC equipment in theater.

(2) Identify a site to serve as an equipment depot to prepare and ship equipment to the Federal Reserve.

(3) Secure transportation to meet the bulk equipment movement requirements.

(4) Acquire living quarters and life support requirements with the base commander for FRB Boston employees.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified Host Nation banking infrastructure.			
a. Verified with the U.S. Treasury the ability of the designated parent banking institution to become a depository and financial agent of the U.S. Government.			
b. Initial assessment was conducted which included the Host Nations banking infrastructure, its capabilities, and the Host Nation's employees that work with that system.			
(1) Evaluated the interior and exterior security of the Host Nation Central Bank to include the quality of its vault making sure that the bank has adequate facilities to function as a bank.			
(2) Evaluated the Central Banks connectivity to utilize the SWIFT methods for processing payments.			
(3) Evaluated the Host Nations Core Banking infrastructure between commercial banks.			
(4) Evaluated the average number of branches each operational commercial bank has and their locations.			
(5) Evaluated customer service infrastructure such as checking accounts, ATMs, and armored car bulk cash deliveries.			
2. Conducted Key Leader Engagements.			
a. Conducted the initial meeting with the Treasury Attaché and or Embassy Financial Management Officer.			
(1) Gained insight on Host Nation banking laws and regulations.			
(2) Gained insight on the Central Banks President and Commercial Banks CEO business practices.			
b. Utilized the gained insight, to refine the initial assessment of the Central Bank and Commercial Banks operational capabilities.			
c. Conducted the initial meeting with the Host Nation Ministry of Finance, Central Bank President and Commercial Bank CEO's.			
(1) Identified all points of contact with the Host Nations Central Bank and Commercial Banks.			
(2) Provided the Host Nations Ministry of Finance, Central Bank President an overview of US objectives in theater banking operations.			
3. Established and Operated USABC or EFT Assistance Center.			
a. Established the USABC or EFT Assistance Center.			
(1) Coordinated for the establishment of a USABC by working directly with the DoC and local Finance Offices for contracts to be paid via EFT.			
(2) Identified and secured work space for the USABC within the theater of operations.			
(3) Identified an office manager through DoS or DoC who is a local national with good character and has experience working in the Host Nation banking system.			
(4) Identified technicians through DoS or DoC who are local nationals with good character and banking experience with ties to the Commercial Banks to work as EFT technicians.			
b. Operated the USABC.			
(1) Performed supplemental vendor training on EFT processes as required.			
(2) Coordinated with the DoC to resolve vendor contracting issues.			
(3) Coordinated with USAID and other agencies to synchronize Host Nation development efforts and initiatives.			
(4) Coordinated with the Disbursing Office, vendors and Commercial Banks for the recovery of any possible duplicate or erroneous payments.			
4. Assisted with the establishment of a required foreign bank on base.			
a. Assisted the FMSU's request to establish a bank on base from the base commander by arranging meetings and providing MOA templates.			
b. Facilitated the DA approval to conduct the solicitation of potential banks.			
c. Assisted the FMSU in the solicitation of potential banks.			
d. Obtained the DA approval for recommended bank.			
e. Coordinated for US Treasury approval of LDA accounts as required.			

f. Assisted with preparing of an operating agreement between the installation and approved bank.			
g. Monitored the RIPTOA schedules to ensure continuity of bank agreements among FMSU rotations.			
5. Assisted with establishment of required LDA in theater.			
a. Provided guidance to the FMSU commander on the solicitation of potential Financial Institutions for the establishment of an LDA.			
b. Facilitated the Request for approval of the financial institution as an authorized depository to the US Treasury.			
c. Monitored the progress of LDA establishment.			
6. Provided oversight of foreign bank on base and LDA activities.			
a. Conducted periodic reviews of foreign bank on base activities.			
(1) Reviewed the MOA between the bank and base once a year in conjunction with the Base Commander and FMSU.			
(2) Ensured the Bank cash delivery fees, employee access to base and delivery schedules are consistent from one unit rotation to the next.			
(3) Conducted an annual synchronization meeting to ensure all associated parties are still in agreement with the MOA.			
b. Conducted a monthly review of LDA activities.			
(1) Received monthly from the FMSU the SF 1149 and supporting documentation.			
(2) Ensured that the FMSU maintained the LDA balance as near zero as possible or not to exceed a 5 to 7 day business supply (provided assistance in determining the optimal account balance if required).			
7. Monitored e-Commerce utilization.			
a. Ensured the DO's ITS.gov account was properly transferred between outgoing and incoming FMSU's.			
b. Analyzed EagleCash Kiosk upload rates and advised the FMSU Commander on deficient areas and techniques to improve.			
c. Facilitated the accountability of SVC equipment with FRB-Boston.			
d. Identified new e-Commerce systems and coordinated with the proper e-Commerce agency field them.			
8. Closed theater banking operations.			
a. Facilitated the turn in of all FMSU Host Nation currency.			
(1) Ensured the DO coordinated the turn-in with the bank.			
(2) Ensured the LDA balance was retrograded back to the U.S. Treasury.			
b. Closed LDA's.			
(1) Ensured the DO gave proper and timely notification to the U.S. Treasury of the account closure.			
(2) Ensured orders were terminated authorizing transactions affecting the LDA account and that the LDA account was closed with the bank.			
(3) Ensured the Statement of Designated Depository account (SF 1149) reflected a zero balance and was submitted with the Statement of Accountability (SF 1219) for the final reconciliation.			
c. Transitioned banks on base to the control of the DoS.			
(1) Ensured the Embassy required continued service of the bank.			
(2) Facilitated Western Union integration into bank on base if required.			
(3) Facilitated badging requirements for bank workers with the DoS.			
d. Facilitated the retrograde of SVC equipment to FRB Boston.			
(1) Received access to FRB-Boston's AKO website to have visibility on SVC equipment in theater.			
(2) Identified a site to serve as the equipment depot for the shipment of equipment to the Federal Reserve.			
(3) Secured transportation to meet bulk equipment movement requirements.			
(4) Acquired living quarters and life support requirements with the base commander for FRB Boston employees.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	DODFMR 7000.14-R, VOL 10	Department of Defense Financial Management Regulation, Volume 10, Contract Payment Policy and Procedures	No	No
	DODFMR 7000.14-R, VOL 5	Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures	Yes	No
	FM 1-06	Financial Management Operations	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805A-36A-7013	Establish a Bank on Base	805A - Financial Management (Individual)	Approved
805A-36A-7023	Develop Financial Management (FM) Planning and Operations	805A - Financial Management (Individual)	Reviewed

Supported Individual Tasks : None

Supported Collective Tasks : None